

OKLAHOMA FUNERAL BOARD
3700 North Classen Blvd, Suite 175
Oklahoma City, Oklahoma 73118

NOTICE OF REGULAR MEETING

MEETING PLACE: **Office of Chief Medical Examiner OKC, 921 N.E. 23rd Street Conference Room 1st Floor Oklahoma City, OK 73105.**

DATE & TIME: August 10, 2023 10:00AM

A copy of this notice of meeting and agenda has been posted in a prominent location at the office of the Oklahoma Funeral Board, 3700 North Classen Blvd Suite 175, Oklahoma City, Oklahoma, on August 7, 2023 at 9:00AM. A copy of this agenda is available on the Funeral Board website at www.oklahoma.gov/funeral

If you plan to attend a Board meeting for Continuing Education credit and would like a rough estimate of the length of time Board staff estimates the meeting might last, please email your request to info@funeral.ok.gov.

*** This symbol denotes the application and/or applicant is not in compliance with 235:1-1-2 (c) (14 day Rule)

ORDER OF BUSINESS: The Board may discuss, vote to approve, vote to disapprove, vote to table, change the sequence of any agenda item, or decide not to discuss any item on the agenda.

1. **Roll Call**-Members Coble, Corbett, Davenport, Dunn, Highberger, Matherly, and Roberts were present.
2. **Approval of the July 13, 2023 Regular Board meeting minutes** -Approved
3. **Oklahoma Funeral Director Association Update from a Representative of OKFDA, with possible discussion**- Ronnie Dighton with OKFDA reported that the NFDA Convention will be September 10-13, the Fall district meetings will be the first, second, and third weeks of October, celebrant training is in November and more information can be found on the OKFDA website.
4. **Oklahoma Insurance Department Update from a Representative of OID, with possible discussion**- OID did not provide an update
5. **Kansas Licensed Funeral Director Representative Update, with possible Board discussion**- John Keath and Brandon Welch reported that the funeral director assistant license has helped Kansas over the years and recommend that Oklahoma introduce that as an option to help funeral homes that need help and to give the licensed staff a break. Assistants can meet with families and

work services but cannot embalm. They are tied to a licensee and if the assistant violates Board rules/statutes, then the licensee and the FDIC both get in trouble by the Board. In Kansas, the assistant only needs to take a law exam and does not need any mortuary school.

6. Review complaints with possible vote for probable cause or other action

21-30 – Embalming Issues – **Dismissed**

21-35 – Next of Kin Issues – **Dismissed**

23-61 – Unsatisfactory Service – **Dismissed with a Letter of Concern**

23-63 – Vendor Payment Issues – **Dismissed with a Letter of Concern**

23-66 – Body Intake Log Issues – **Probable Cause**

23-69 – Overcharging – **Dismissed**

23-70 – Body Intake Log Issues – **Probable Cause**

23-71 – Prepaid Funeral Benefit Issues – **Probable Cause**

23-72 – Vendor Payment Issues – **Probable Cause**

23-73 – Public Health Concerns – **Dismissed**

23-74 – Next of Kin – **Dismissed**

23-75 – Body Intake Log Issues, Casket Issues – **Probable Cause**

24-01 – Next of Kin – **Tabled**

24-02 – Body Intake Log – **Dismissed with a Letter of Concern**

7. Matters for consideration: Motion to Enforce Consent Order, Order Regarding Motion to Enforce, or Scheduling Order

At the conclusion of the parties' presentation and any questions or public discussion by the Board, the Board may in each complaint case:

- i. consider and vote on motion(s) to conduct executive session(s) pursuant to 25 O.S.2011, Section 307(B)(8) to engage in deliberations or rendering a final or intermediate decision in an individual proceeding pursuant to Article II of the Administrative Procedures Act;

- ii. if an executive session is held, designate a person to keep written minutes of the executive session;
- iii. consider and vote on motion(s) to exit executive session and return to open meeting; and
- iv. consider and vote on motion(s) regarding possible action to be taken regarding matter discussed in executive session.

7A. Complaint 22-15 Brown's Durant Funeral Service & Crematory, Durant, Michael Overton, Durant, FDIC. Member Matherly needs to be recused. The Board accepted a consent order on this case. The consent order consisted of the following: The agreed violations were:, violation of the Funeral Service Licensing Act, and Rules of the Board. The terms consisted of the following: Administrative Penalty of \$500, Overton shall be prohibited from supervising apprentices and will relinquish his funeral director license if found supervising apprentices, 6 additional hours of CE, and \$500 costs.

8. Matters for consideration: Consent Order or Scheduling Order

At the conclusion of the parties' presentation and any questions or public discussion by the Board, the Board may in each complaint case:

- i. consider and vote on motion(s) to conduct executive session(s) pursuant to 25 O.S.2011, Section 307(B)(8) to engage in deliberations or rendering a final or intermediate decision in an individual proceeding pursuant to Article II of the Administrative Procedures Act;
- ii. if an executive session is held, designate a person to keep written minutes of the executive session;
- iii. consider and vote on motion(s) to exit executive session and return to open meeting; and
- iv. consider and vote on motion(s) regarding possible action to be taken regarding matter discussed in executive session.

8A. Complaint 23-13 Baggerley Funeral Home, Edmond, SCI Oklahoma Funeral Service Inc,

Owner. Member Roberts needs to be recused. The Board accepted a consent order on this case. The consent order consisted of the following: The agreed violations were: violation of right to control one's disposition, failing to file a death certificate in a timely manner, violation of the Funeral Service Licensing Act, and Rules of the Board. The terms consisted of the following: Administrative Penalty of \$1,500, restitution of \$1,193.50, costs of \$500.

8B. Complaint 23-58 Palmer-Marler Funeral Home, Cushing, Ironwood Funeral Group LLC, Cushing, Riley Castor, FDIC, Agra. Member Roberts needs to be recused. The Board accepted a consent order on this case. The consent order consisted of the following: The agreed violations were: failure maintain an updated Body Intake Log, violation of the Funeral Service Licensing Act, and Rules of the Board. The terms consisted of the following: Administrative Penalty of \$250 and costs of \$250.

9. Vote to affirm or disaffirm the issuance of the following licenses, registrations, certificates, dissolution or other action

A. Apprenticeship (Original)-1, 3-5 approved, 2 was tabled

1. Tyler Smith, Tulsa, Bixby-South Tulsa, Bixby
2. Ariana Stevens-Mujica, Noble, Cruz Family FH, OKC
3. Molly Moore, Norman, OMS, OKC
4. Brittany Brown, OKC, Bill Eisenhour FH, OKC
5. Chelsea Raymond, Yukon, Hahn-Cook, OKC

B. Apprenticeship (1st extension)-1 and 3 were tabled, 2, 4-5 were approved

1. Tara Cook, Tulsa, Dillon FS, Tulsa (FD Only)
2. Tamela Cheadle-Lewis, Ardmore, Harvey-Douglas FH, Ardmore

3. Kammi Robinson-Snodgrass, Lone Grove, Craddock, Ardmore
4. Jonathan Broce, Bethany, Memorial Park, OKC
5. Gage Hart, Geronimo, Hart-Wyatt FH, Walters

C. Apprenticeship (2nd extension)-**Approved**

1. Melissa Delgado, Norman, Havenbrook, Norman

D. Funeral Director and/or Embalmer (Reciprocal)- **All Tabled**

1. Stuart Thompson, Texas
2. Rodney Ford, Texas
3. Georgia Brasier, Texas

E. Funeral Director and/or Embalmer (Original)- **1-5 and 8 approved, 6 was tabled, 7 was denied**

1. Shelby Schrader, Broken Bow (FD Only)
2. Jordyn Coulson, Stillwater
3. Hillary Hatchett, OKC
4. Gerald Thompson, Henryetta (FD Only)
5. Landis Thompson, Cushing
6. Morghane Gonzalez, OKC
7. Carrie Davis, Owasso (FD Only)
8. Daysha Ross, Stilwell (EM Only)

F. Establishments-**All Approved**

1. Stumpff-Barnsdall FH, Barnsdall, request to change FDIC from Kendra Soley to Paul Bruns
2. Stumpff-Nowata FH, Nowata, request to change FDIC from Scott Holz to Kendra Soley

3. Stumpff FH & Crematory, Bartlesville, request to change FDIC from Scott Holz to Kendra Soley
4. County Cremation Service, Ponca City, request to change FDIC from Shayna Coon to Brian Friend

G. Crematories- **All Approved**

1. AE Cremation Services, Shawnee, New Crematory, AE Cremation Services LLC, Shawnee, Owner, Donald Tramel, Shawnee, FDIC
2. Regional Cremation Service Bartlesville, request to change FDIC from Scott Holz to Kendra Soley

10. **New Business.** Any matter not known about or which could not have been reasonably foreseen prior to the time of posting the agenda or any revised agenda. 25 O.S. Section 311.9. **No New Business**

11. **Executive Director's Report**

A. Agency Financial Update- Mr. Stiles reported gross receipts for July 2023 to be \$8,412.50 with \$831.25 going to the State of Oklahoma general fund. The expenses for the same timeframe totaled \$39,209.13 and net income after expenses totaled -\$31,627.88.

B. International Conference National Exam Statistics Update-Mr. Stiles reported that The International Conference provided statistics for the National Exams. Between January 1, 2023 and June 30, 2023, the pass rate for first time takers for the Arts Exam was 79% and 68% for the Science Exam. UCO was 71% pass rate for the Arts and 60% for the Science Exam for first time takers.

C. Licensing Statistics Update- Mr. Stiles reported that in 2017, there were 86 apprentices, 1012 embalmers, and 1067 funeral directors. Prior to the August 2023 meeting, there were 137 apprentices, 1008 embalmers, and 1083 funeral directors. The biggest age range for apprentices is between 21-30 with 64 apprentices in that range. The biggest age ranges for funeral director and embalmers are between 51-60.

12. Discussion and possible action regarding continuing education hours for tours of the Medical Examiner's Tulsa and OKC Offices in 2023-approved for CE. The dates and times are:

OKC

Tuesday, October 24, 3:30PM

Thursday, November 9, 8:30 AM

Tuesday, November 14, 3:30PM

Wednesday, November 29, 3:30PM
Wednesday, December 20, 3:30PM

Tulsa
Wednesday, October 18, 3:30PM
Thursday, November 30, 3:30PM
Tuesday, December 5, 3:30PM
Tuesday, December 19, 3:30PM

13. Adjournment – 11:17AM

Tyler Stiles, MBA
Executive Director

The next regular meeting of the Oklahoma Funeral Board will be held: **September 14, 2023. Office of Chief Medical Examiner –OKC 921 N.E. 23rd Street Conference Room – 1st Floor Oklahoma City, OK 73105.**